RECORDKEEPING

For PERC

Dry Cleaning Facilities

For

2017

Non-compliance - Failure to comply with the dry cleaning regulations may result in enforcement action which can include civil charges not to exceed $32,000 per day of violation.

For Compliance Assistance - please contact a DEQ regional office for your area and ask for the Office of Air Compliance.

Blue Ridge Regional Office	434-582-5120
Northern Virginia Regional Office	703-583-3800
Piedmont Regional Office (Richmond Tri-City)	804-527-5020
Southwest Regional Office	276-676-4800
Tidewater Regional Office	757-518-2000
Valley Regional Office	540-574-7800
Central Office	806-698-4000

SUMMARY OF EPA REQUIREMENTS FOR TYPICAL[1] PERC DRY CLEANING FACILITIES

1. **RECORDS** TO BE KEPT ON SITE FOR **5 YEARS:**
   a) Machine design specifications and operating manuals;
   b) PERC receipts;
   c) Rolling 12-month totals of PERC purchases;
   d) PERC Leak checks;
   e) Temperature checks;
   f) Dates of Repairs to fix PERC leaks and to fix high temperatures.

2. **PERC LEAK CHECKS[2]**:
   a) Weekly check for leaks of PERC. Can omit if machine was not used every day of the entire week. DEQ suggests doing checks during the first load of the week.
   b) Method 1: Electronic detector. **Must check by detector at least once each month**.
   Method 2: SMELL, LOOK for drips, puddles, mist and FEEL for flow by passing fingers over the surface.
   c) Locations: all gaskets, seals, pipe & hose connections, valves, pumps, and other potential PERC leak locations.
   d) Repair leaks. **See repair deadlines below in 4.**
   e) Records: 1) Date; 2) Name or location of component where PERC leak was found. (If unit was not used the entire week, note this as reason for no PERC leak check for the week.)

3. **TEMPERATURE CHECKS**[3] of PERC laden air located between the **refrigerated condenser** and the heating coils. (Checking refrigerant pressures is an alternative but we don't encourage this.)
   a) Weekly record temperature during cool down. Can omit if machine was not used every day of the entire week.
   b) Passes if 45°F (7.2°C) or LESS.
   c) Repair if temperature is too high. **See repair deadlines below in 4.**
   d) Records: 1) Date; 2) Temperature. (If unit was not used the entire week, note this as reason for no temperature check for the week.)

4. **REPAIR DEADLINES for** PERC leaks & high temperatures, discovered during weekly checks:
   a) 24 hours to fix if no parts needed.
   b) 2 working days to ORDER PARTS needed for repair.
   c) 5 working days to INSTALL PARTS after receipt.
   Records to retain: 1) Date parts ordered; 2) Date parts received; 3) Date repair completed.

   Finding a leak or high temperature is NOT a violation. Failing to meet a deadline IS a violation!

5. **EQUIPMENT & OPERATING REQUIREMENTS**:
   a) Dry-to-dry machine installed after December 21, 2005 must have a non-vented carbon adsorber (or equivalent device) to remove PERC from the drum prior to opening the door & must desorb per manufacturer's instructions.
   b) Store PERC and wastes that contain PERC in sealed containers (lid on tightly).
   c) Cartridge filters must be drained in the housing or in other sealed container for at least 24 hours before removal from the facility.
   d) Keep machine door closed except when loading or removing clothes.
   e) Operate in accordance with the operating manual.

QUESTIONS? Call DEQ at your local regional office and ask to speak with an air inspector. Compliance is our goal. We want to help.

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1 Typical means facility has only dry-to-dry machines and facility 12-month PERC usage is always less than 2,100 gal.
2 Leaks checks every other week if machine was installed before 12/9/91 & if facility 12-month PERC usage is always less than 140 gal.
3 Temp. checks are not required if machine was installed before 12/9/91& if facility 12-month PERC usage is always less than 140 gal.

January 2017

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.
****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Jan 2-Jan 8		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Jan 9-Jan 15		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Jan 16-Jan 22		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Jan 23–Jan 29		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

REPAIR DEADLINE
if no parts are needed:
24 hours after discovery, OR shut unit down until repaired.

DEADLINES if parts are needed:
a) ORDER parts within **2 working days** of discovery;
b) INSTALL parts (complete repair) within **5 working days** of receipt.

Keep receipts for these PERC purchases on site for 5 years.

PERC Purchased This Month

DATE	AMOUNT
Total	

NOTE: Bring the total over to the "Rolling 12-Month Record Sheet" for PERC purchases.

February 2017

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.
****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Jan 30-Feb 5		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Feb 6-Feb 12		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Feb 13-Feb 19		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Feb 20-Feb 26		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

REPAIR DEADLINE
if no parts are needed:
24 hours after discovery, OR shut unit down until repaired.

DEADLINES if parts are needed:
a) ORDER parts within **2 working days** of discovery;
b) INSTALL parts (complete repair) within **5 working days** of receipt.

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PERC Purchased This Month

DATE	AMOUNT
Total	

NOTE: Bring the total over to the "Rolling 12-Month Record Sheet" for PERC purchases.

March 2017

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.
****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Feb 27-Mar 5		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Mar 6–Mar 12		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Mar 13-Mar 19		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Mar 20-Mar 26		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

REPAIR DEADLINE
if no parts are needed:
24 hours after discovery, OR shut unit down until repaired.

DEADLINES if parts are needed:
a) ORDER parts within **2 working days** of discovery;
b) INSTALL parts (complete repair) within **5 working days** of receipt.

Keep receipts for these PERC purchases on site for 5 years.

PERC Purchased This Month

DATE	AMOUNT
Total	

NOTE: Bring the total over to the "Rolling 12-Month Record Sheet" for PERC purchases.

April 2017

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.
****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Mar 27-Apr 2		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Apr 3-Apr 9		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Apr 10-Apr 16		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Apr 17-Apr 23		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Apr 24-Apr 30		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

REPAIR DEADLINE
if no parts are needed:
24 hours after discovery, OR shut unit down until repaired.

DEADLINES if parts are needed:
a) ORDER parts within **2 working days** of discovery;
b) INSTALL parts (complete repair) within **5 working days** of receipt.

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PERC Purchased This Month

DATE	AMOUNT
Total	

NOTE: Bring the total over to the "Rolling 12-Month Record Sheet" for PERC purchases.

May 2017

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.
****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
May 1-May 7		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
May 8-May 14		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
May 15-May 21		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
May 22-May 28		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

REPAIR DEADLINE
if no parts are needed:
24 hours after discovery, OR shut unit down until repaired.

DEADLINES if parts are needed:
a) ORDER parts within **2 working days** of discovery;
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PERC Purchased This Month

DATE	AMOUNT
Total	

NOTE: Bring the total over to the "Rolling 12-Month Record Sheet" for PERC purchases.

June 2017

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.
****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
May 29-Jun 4		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Jun 5-Jun 11		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Jun 12-Jun 18		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Jun 19-Jun 25		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

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a) ORDER parts within **2 working days** of discovery;
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PERC Purchased This Month

DATE	AMOUNT
Total	

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July 2017

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.
****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Jun 26-Jul 2		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Jul 3-Jul 9		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Jul 10-Jul 16		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Jul 17-Jul 23		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Jul 24-Jul 30		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

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a) ORDER parts within **2 working days** of discovery;
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PERC Purchased This Month

DATE	AMOUNT
Total	

NOTE: Bring the total over to the "Rolling 12-Month Record Sheet" for PERC purchases.

August 2017

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.
****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Jul 31–Aug 6		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Aug 7–Aug 13		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Aug 14-Aug 20		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Aug 21-Aug 27		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

REPAIR DEADLINE
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24 hours after discovery, OR shut unit down until repaired.

DEADLINES if parts are needed:
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PERC Purchased This Month

DATE	AMOUNT
Total	

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September 2017

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WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.
****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Aug 28-Sept 3		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Sept 4-Sept 10		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Sept 11-Sept 17		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Sept 18-Sept 24		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

REPAIR DEADLINE
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a) ORDER parts within **2 working days** of discovery;
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PERC Purchased This Month

DATE	AMOUNT
Total	

NOTE: Bring the total over to the "Rolling 12-Month Record Sheet" for PERC purchases.

October 2017

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.
****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Sept 25-Oct 1		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Oct 2-Oct 8		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Oct 9-Oct 15		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Oct 16-Oct 22		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Oct 23-Oct 29		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

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PERC Purchased This Month

DATE	AMOUNT
Total	

NOTE: Bring the total over to the "Rolling 12-Month Record Sheet" for PERC purchases.

November 2017

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.
****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Oct 30-Nov 5		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Nov 6-Nov 12		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Nov 13-Nov 19		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Nov 20-Nov 26		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

REPAIR DEADLINE
if no parts are needed:
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DEADLINES if parts are needed:
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PERC Purchased This Month

DATE	AMOUNT
Total	

NOTE: Bring the total over to the "Rolling 12-Month Record Sheet" for PERC purchases.

December 2017

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential PERC leak location.
****USE PERC DETECTOR at least once each month.** Other Method: sight, smell and feel.

TEMPERATURE: Read temp. of PERC laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of PERC Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Nov 27-Dec 3		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Dec 4-Dec 10		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Dec 11-Dec 17		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Dec 18-Dec 24		Detector Other	Leak at: No leaks	°F or °C	Fail Pass
Dec 25-Dec 31		Detector Other	Leak at: No leaks	°F or °C	Fail Pass

REPAIRS FOR PERC LEAKS or FAILED TEMPERATURE
Discovered during the Weekly Monitoring

	Problem #1	Problem #2	Problem #3
Type of Problem	PERC Leak High Temp.	PERC Leak High Temp.	PERC Leak High Temp.
Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	Yes No	Yes No	Yes No

REPAIR DEADLINE
if no parts are needed:
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DEADLINES if parts are needed:
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Keep receipts for these PERC purchases on site for 5 years.

PERC Purchased This Month

DATE	AMOUNT
Total	

NOTE: Bring the total over to the "Rolling 12-Month Record Sheet" for PERC purchases.

DEQ

ROLLING 12-MONTH TOTALS – PERC PURCHASED

Calendar year: 2017

Enter amount PERC purchased in the month (zero if none) and calculate a 12-month

YEAR	Month	PERC PURCHASES FOR THE MONTH	12-MONTH TOTAL	Calculation Method
2016	January			
	February			
	March			
	April			
	May			
	June			
	July			
	August			
	September			
	October			
	November			
	December			*Add Jan 2016 through Dec 2016*
2017	January			*Total above + Jan 2017 - Jan 2016*
	February			*Total above + Feb 2017 - Feb 2016*
	March			*Total above + Mar 2017 - Mar 2016*
	April			*Total above + April 2017 - April 2016*
	May			*Total above + May 2017 - May 2016*
	June			*Total above + June 2017 - June 2016*
	July			*Total above + July 2017 - July 2016*
	August			*Total above + Aug 2017 - Aug 2016*
	September			*Total above + Sept 2017 - Sept 2016*
	October			*Total above + Oct 2017 - Oct 2016*
	November			*Total above + Nov 2017 - Nov 2016*
	December			*Total above + Dec 2017 - Dec 2016*

What is a Rolling 12-Month Total? Simply stated, at the end of each month you total the previous 12 months.

For example, at the end of August, take August + July + June + May + April + March + February + January + December + November + October + September. You totaled 12 months.

OR

Here is another way to think of it and to calculate it: At the end of a calendar year, add the numbers for January through December. You have a 12-month total. When January is over, add January to the total. You now have a 13 month total. But, you want 12, not 13. So, subtract LAST January. You again have a 12 month total. When February is over, add February to the previous 12-month total and subtract LAST February. When March is over, add March to the previous 12-month total and subtract LAST March. This procedure always leaves you with 12 months in the total.

EPA's Drycleaner regulation requires perc receipts and these 12-month totals to be on site for 5 years.